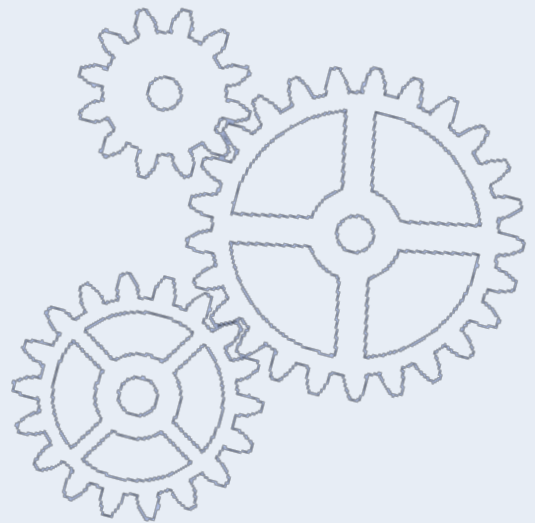


State Court Administrative Office  
Trial Court Services



# Template for Circuit Court Records Disposal Plan (Case Records)

January 2018



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## Introduction

This action plan provides action steps for disposing of circuit civil, criminal, and domestic relations case records that are eligible for disposal as of 2017 under Circuit Court Record Retention and Disposal Schedule #15. Guidance for disposing of files is also included.

## Plan of Action

**1 – Prepare Files for Disposal:** See Appendix B. Make arrangements with the Archives of Michigan (Archives) to review records eligible for transfer. Store these records in an area that will facilitate review by Archives. Place all case files that are not to be transferred to Archives in boxes suitable for transport to the facility that will be destroying those files. It may be necessary to transfer records into the type of boxes required by Archives, which is estimated to take three minutes per box. If final judgments/orders and qualified domestic relations orders have not been previously reproduced and Archives requires the court to pull these documents from 1941-1986 DM and DO files in preparation for transfer, a separate project may need to be undertaken.

Determine the total feet of records potentially eligible for disposal in 2018 by calculating the average caseload per year divided by 72 (average number of files per foot). Multiply the result by the number of years being processed. Depending on whether records are already in suitable boxes for transfer to Archives or transport to a facility for disposal, one box would be necessary for each foot of records. The cost of boxes is about \$4.25 each. To calculate estimated hours for processing these records, divide the total number of feet being processed by 1,400.<sup>1</sup>

**2 –Records at Local Historical Society/Library:** Make arrangements with Archives to either prepare an agreement for preservation of those records given to/on loan with a local historical society or library or retrieve them. Contact Archives for a sample agreement.

**3 – Random Examination of Docket Entries:** Conduct a random examination of the manual docket entries for civil and criminal cases to ascertain whether clerks have been entering case information adequately. This examination can be for an interval of years (for example, a few samples 10 years apart) or a few samples each time a new clerk was elected. If the court is concerned about completeness and accuracy of case history, it should consider pulling final judgments/orders from criminal files disposed from 1963 through 1986.

**4 – Annual Disposal:** Conduct an annual disposal project. Determine the average number of annual feet of records created each year to determine the number of hours needed to process one year of cases for disposal. Also, determine needed storage space for paper records at full capacity and compare against the cost of maintaining digitized records.<sup>2</sup>

In consultation with the chief judge, determine if access to the clerk's office needs to be limited during the records disposal process. If so, discuss this with your regional administrator and prepare an appropriate notice and if necessary a local administrative order and submit it to the

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<sup>1</sup> It may take up to 3 minutes to box 72 cases. Thus, approximately 1,440 cases could be processed in 60 minutes.

<sup>2</sup> The cost to maintain 30,000 pages (15 feet of records) on paper onsite is approximately \$400 a year. Off-site storage for the same volume of records can be as little as \$60 a year. The same volume of records digitized is \$72 a year for storage and hosting fees plus the cost of scanning and migrating every seven years, which is about \$2,500. Before scanning old records, we recommend courts first conduct a cost estimate, including potential staff costs associated with retrieving records from off-site storage compared to the cost of maintaining these records in paper format onsite or in digitized format.

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### Introduction and Plan of Action

regional administrator for approval. There always must be provision made for emergency filings. After the local administrative order is issued, provide notice to the local bar association and local media, and post the notice at all court locations.

## **Assumptions for Processing Requirements**

To minimize processing requirements for disposal of case files, the following instructions rely on several assumptions:

- If a case was open/active when the automated case-management system was implemented or if a case was reopened/reactivated after the case-management system was implemented, court staff would have entered case history into the automated case-management system and would not have continued to maintain case history in a docket book or similar medium. If this assumption is not true for a court, it will have to decide whether to proceed under these guidelines anyway or, in the alternative, process every circuit case individually to determine its eligibility for disposal under the retention schedule.
- The case history of all civil, criminal, and domestic relations cases filed in the court before its automated case-management system was implemented has been adequately recorded in the docket books or a similar medium. This will allow courts to dispose any records that were filed in the court before January 1, 1987, without the need to pull final judgments and orders from the case files.
- Manually created case history has been recorded by case-type groups. If not true, the case history recorded in docket books or other paper medium will have to be maintained for the longest retention period.
- A final civil judgment/order entered before 1987 does not need to be maintained longer than the civil case if it has not been renewed within the last 10 years or there has been no other activity within the last 10 years.
- The completeness of case history for criminal and delinquency case files adjudicated before 1987 and the case files themselves are not needed to support criminal history reporting because courts were not required to report criminal history until June 1, 1987, for adults and January 1, 1988, for juveniles.
- Criminal and juvenile delinquency and designated cases on warrant status are ineligible for disposal.
- Case history for child protective and juvenile delinquency cases that were under the jurisdiction of probate court before family division was created January 1, 1998, and that was not recorded in an automated case-management system was not transferred to circuit court but was retained by the probate court.
- Case files for child protective and juvenile delinquency cases that were under the jurisdiction of probate court before family division was created January 1, 1998 and that were not open as of that date may have been retained by the probate court.
- The completeness of case history for court-ordered obligations in criminal cases does not need to be verified and the case files themselves are not required to be maintained for cases adjudicated before 1963.
- All details regarding outstanding court-ordered financial obligations that are being actively collected in criminal, child protective, and juvenile delinquency cases are either in the automated case-management system or an automated financial system.
- Files are organized generally by case-type groups. If not, the court will have to determine how to pull cases by their individual retention periods. If it is not practical to do this, a decision will have to be made as to how best to proceed.

## Circuit Court Records Disposal Plan

### Assumptions and Recommended Action Steps

- Cases were not separated by case type groups before being reproduced on microfilm; therefore, each roll of microfilm will need to be maintained until the longest retention period for the records on that particular roll has been met.
- Adoption files created after 1996 are maintained separately from all other files, whether on paper or microfilm.

### **Microfilmed Records**

- Offer to Archives microfilm of all cases filed before January 1, 1987. If not accepted, each roll containing multiple retention periods must be kept until the latest retention period has been reached for the case type groups on that particular roll, or in the alternative, each roll must be kept until 100 years from the latest year filmed on that particular roll, whichever is earliest.
- Except as otherwise indicated in the following two bullets, maintain until 2067 all remaining microfilm created before January 1, 2017 and then offer to Archives in 2067.
- If name change case files have been microfilmed with other case files, each roll must be kept until 100 years from the latest filing year on that particular roll.
- It is assumed that adoption case files have been microfilmed separately from other case files; each roll must be maintained until 100 years from the latest filing year filmed on that particular roll.

### **Recommended Action Steps**

#### **Civil, Criminal, and Domestic Relations Cases Filed before January 1, 1941**

For all civil, criminal, and domestic relations cases for the filing dates through December 31, 1940, prepare an Order to Dispose Court Records as follows:

- Enter the Record Series' Numbers as '15.001.'
- Enter the Record Series' Description as "Civil, Criminal, and Domestic Relations-pre-1941."
- Enter the Inclusive Dates of the records through 1940 as follows:
  - [first year], Case numbers [first case number] through [last case number]
  - . . . (continued for each year until last year)
  - 1940, Case numbers [first case number] through [last case number]
  - Civil Docket Books/Journals [first volume number] through [last volume number]
  - Criminal Docket Books/Journals [first volume number] through [last volume number]
  - Domestic Relations Docket Books/Journals [first volume number] through [last volume number]
  - Indices from [first year] through 1940, [number of feet]<sup>3</sup>
- Contact Archives to make arrangements to transfer the files, docket books/journals, and indices. If records are maintained on open shelving, transfer to archive boxes. Attach any documentation from Archives identifying all records to be transferred.
- Present the Order to Dispose Court Records and attached documentation from Archives to the chief judge for signature.

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<sup>3</sup> Only necessary if the indices are maintained separately from the docket books/journals.

## Circuit Court Records Disposal Plan

### Assumptions and Recommended Action Steps

- After the chief judge signs the order, contact Archives to make arrangements to transfer the designated records.
- After Archives has taken the designated records, complete the Certificate of Records Disposal.
- Maintain the Certificate of Records Disposal according to the retention schedule.

### **Civil, Criminal, and Domestic Relations Cases Filed from January 1, 1941, through December 31, 1986**

- Step 1: Bring from storage all civil, criminal, and domestic relations cases with a filing date from January 1, 1941, through December 31, 1986. This can be done in increments depending on the volume of records; the report in Step 2 should be run with the appropriate filing date(s).
- Step 2: If available in your case-management system, run a report that lists every civil and criminal case with a filing date less than January 1, 1987, and that had activity after December 31, 2007. Pull every case file on the list. If this report is not available, if at all possible, otherwise identify all civil and criminal cases for which active postjudgment collection has taken place after December 31, 2007, and pull these files.
- Pull all the final judgments/orders from these files. There should only be final judgments/orders in civil and criminal cases that have had activity within the last 10 years.
  - Maintain these final judgments/orders by their order date (1941, 1942, 1943, etc.) in Case-Type Group files by case number (maintain civil and criminal case type groups separately).
  - Mark each civil group folder, **OFFER TO ARCHIVES IN [date 100 years from order date]; DESTROY IF NOT ACCEPTED.**
  - Mark each criminal group folder, **TRANSFER TO ARCHIVES IN [date 100 years from order date].**
  - Set aside the case files processed in this step to be destroyed with the remaining case files processed in Step 4.
- Step 3: If available in your case-management system, run a report that lists every criminal case with a filing date less than 1987 that is on warrant status as of the run date. If this report is not available, if at all possible, otherwise identify all criminal cases on warrant status. Pull every case on warrant status and set them aside for refile; these cases are not eligible for disposal.
- Step 4: For the cases remaining from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for civil cases as “15.002D and 15.006 – Civil and State Claims.”
  - Enter the Record Series Number and Description for criminal cases as “15.003B, Criminal.”

Circuit Court Records Disposal Plan  
Assumptions and Recommended Action Steps

- Enter the Record Series Number and Description for domestic relations cases as “15.005C, Domestic Relations.”
- Enter the Inclusive Dates of the records for every year from 1941 through 1986. There will be 46 lines for each of the three record series’ numbers and descriptions as follows:
  - “1941, Case numbers [first case number] through [last case number]
  - . . . (continued until last year)
  - “1986 [date of last year for this group], Case numbers [first case number] through [last case number]
- Archives needs docket books/journals and indices of any records it takes, but it will be problematic to transfer only portions of a given book/journal, and indices are not arranged by years. It will be necessary to discuss with Archives how to handle this. Whatever docket books/journals and indices are to be taken by Archives must be recorded on the Order to Dispose Court Records. If Archives does not take any of the civil and criminal case files, the docket books/journals and indices associated with those case files must be maintained by the court for 100 years from the date of the last entry in a particular book/journal.
- Contact Archives to make arrangements to transfer domestic relations DM and DO cases and to cull through any civil and criminal cases it may have an interest in taking, including copies of any of the final judgments/orders that were separated from the files in Step 3. Archives may require you to pull the final judgments/orders and qualified domestic relations orders from the DM and DO files. If so, the DM and DO case files can be destroyed with all other domestic relations case files from 1941 through 1986. If records are maintained on open shelving, transfer to archive boxes. Attach documentation from Archives identifying all records to be transferred.
- Archives will take docket books/journals and indices of domestic relations cases from 1941-1967 only. Because it is problematic to transfer only portions of a given book/journal, and indices are not arranged by years, it will be necessary to discuss with Archives how this will be handled.
- Present the Order to Dispose Court Records and attached documentation from Archives to the chief judge for signature.
- After the chief judge signs the order, contact Archives to make arrangements to transfer the designated records.
- After Archives has taken the designated records, make arrangements to properly destroy remaining records.
- Complete the Certificate of Records Disposal after disposing of all records on the Order.
- Maintain the Certificate of Records Disposal according to the retention schedule.



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**Personal Protection Proceedings Files (Adult and Minor)**

- Step 1: If available in your case-management system or from LEIN, run a report of all personal protection cases filed before January 1, 2008, with unexpired orders on LEIN. Pull every case, determine whether the order has expired or not, and set aside for refile every case that still has a valid active (unexpired) order on LEIN; these cases are not eligible for disposal.
- Step 2: For the remaining cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for personal protection cases as “15.019 – Personal Protection Cases.”
  - Enter the Inclusive Dates as “[first year], Case numbers [first case number] through [last case number]”
    - “[date of second year in which cases were filed in the court], Case numbers [first case number] through [last case number]
    - . . . (continued until last year)
    - “1987 [date of last year for this group], Case numbers [first case number]
- Step 3: Present the Order to Dispose Court Records to the chief judge for signature.
- Step 4: After the Order to Dispose Court Records is signed, proceed as follows:
- Make arrangements to properly destroy records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time until all personal protection cases filed through 2017 have been processed (2027).

**Recommended Action Steps 2018 and Forward**

**Civil Files**

- Step 1: Within the first 90 days of 2018, bring from storage all civil cases with a filing date in 1987.
- Step 2: Pull all the final judgments/orders from these files.<sup>4</sup> Maintain these final judgments/orders by the order date, in a single group file by case number. Mark the folder/storage box, **OFFER TO ARCHIVES IN 2087; DESTROY IF NOT ACCEPTED.**

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<sup>4</sup> This is necessary only until the necessary case history is fully available in the automated case-management system. See Records Series 15.002C1 for details.

## Circuit Court Records Disposal Plan

### Assumptions and Recommended Action Steps

- Step 3: For the cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for civil cases as “15.002D – Civil Cases.”
  - Enter the Inclusive Dates as “1987, Case numbers [first case number] through [last case number].”
  - Archives needs docket books/journals and indices of any records it takes, but it will be problematic to transfer only portions of a given book/journal, and indices are not arranged by years. It will be necessary to discuss with Archives how to handle this. Whatever docket books/journals and indices are to be taken by Archives must be recorded on the Order to Dispose Court Records. If Archives does not take any of the case files, the docket books/journals and indices associated with those case files must be maintained by the court for 100 years from the date of the last entry in a particular book/journal.
  - Contact Archives of Michigan to cull through any of the civil cases it may have an interest in taking, including copies of any final judgments/orders that were separated from the files in Step 2. If records are maintained on open shelving, transfer to archive boxes. Attach documentation from Archives identifying all records to be transferred.
  - Present the Order to Dispose Court Records and any attached documentation from Archives to the chief judge for signature.
  - After Archives has taken any designated records, make arrangements to properly destroy remaining records.
  - Complete the Certificate of Records Disposal after disposing of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time until all civil cases filed through 2017 have been processed (2047). All final judgments/orders pulled from the case files must be labeled with the proper year to be offered to Archives for transfer (100 years from the order date). For example, final judgments/orders ordered in 1989 must be offered to Archives for transfer in 2089 and if not accepted, destroyed.

### **Criminal Files**

- Step 1: Within the first 90 days of 2018, bring from storage all criminal cases with a filing date in 1987.
- Step 2: If available in your case-management system, run a report from the case-management system that lists every criminal case with a filing date in 1987 that is on warrant status as of December 31, 2017. Pull every case on the list and set them aside for refilling; these cases are not eligible for disposal. If a report is not available, identify all criminal cases on warrant status during Step 3.

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### Assumptions and Recommended Action Steps

- Step3: Open each case file from Step 1 that has not been set aside for refilling. These cases are eligible for disposal.
- If not already identified, determine whether the case is on warrant status. If so, set aside for refilling; these cases are not eligible for disposal.
  - Pull the final judgment/order from each file eligible for disposal.<sup>5</sup> Maintain these final judgments/orders by case number in group files by the years the cases were disposed (the dates on the judgments/orders). Mark each folder/storage box, **TRANSFER TO ARCHIVES IN [date each folder/storage box 100 years from the disposition date, starting with 2088 for cases disposed in 1988]**.
  - When pulling final judgments and orders, consider sorting files by year disposed. Only cases disposed in 1987 are eligible for destruction in 2018.
- Step 4: For the cases from Step 3, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for criminal cases as “15.004D – Criminal Cases.”
  - Enter the Inclusive Dates as “Adjudicated 1987, Case numbers [first case number] through [last case number].”
  - Archives needs docket books/journals and indices of any records it takes, but it will be problematic to transfer only portions of a given book/journal, and indices are not arranged by years. It will be necessary to discuss with Archives how to handle this. Whatever docket books/journals and indices are to be taken by Archives must be recorded on the Order to Dispose Court Records. If Archives does not take any of the case files, the docket books/journals and indices associated with those case files must be maintained by the court for 100 years from the date of the last entry in a particular book/journal.
  - Contact Archives to cull through any of the criminal cases it may have an interest in taking, including copies of any final judgments/orders that were separated from the files in Step 3. If records are maintained on open shelving, transfer to archive boxes. Attach documentation from Archives identifying all records to be transferred.
  - Present the Order to Dispose Court Records and any attached documentation from Archives to the chief judge for signature.
  - After Archives has taken any designated records, make arrangements to properly destroy remaining records.
  - Complete the Certificate of Records Disposal after disposing of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time until all criminal cases filed through 2017 have been processed (2047). All final judgments/orders pulled from

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<sup>5</sup> This is necessary only until the necessary criminal history is fully available in the automated case-management system. See Records Series 15.004D.

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### Assumptions and Recommended Action Steps

the case files must be labeled with the proper year for transfer to Archives (100 years from the disposition date). For example, final judgments/orders from cases disposed in 1987 are eligible for transfer to Archives in 2087.

#### Domestic Relations Files

- Step 1: Within the first 90 days of 2018, bring from storage all domestic relations cases with a filing date in 1987.
- Step 2: For the cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for domestic relations cases as “15.005C – Domestic Relations Cases”
  - Enter the Inclusive Dates as “1987, Case numbers [first case number] through [last case number].”
  - Present the Order to Dispose Court Records to the chief judge for signature.
- Step 3: After the Order to Dispose Court Records is signed, proceed as follows:
- Open each DM and DO file and discard all contents except for judgments of divorce, consent judgments of divorce, and qualified domestic relations orders.
  - Sort files by the latest judgment or order date within each file.
  - Place sorted files in appropriate boxes for transfer to Archives. Label each box: **TRANSFER TO ARCHIVES IN [date 50 years from the latest judgment or order date of the enclosed files]**. For example, a box with files containing judgments and orders dated through December 31, 1987 would be dated 2037, and a box with files containing judgments and orders dated through December 31, 1988 would be dated 2038. Store in appropriate onsite or offsite storage. Although courts may want to scan these documents to save space, it is not recommended.
  - Make arrangements to properly destroy discarded records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time until all domestic relations cases filed through 2017 have been processed (2047). All judgments and orders pulled from the case files must be labeled with the proper year for transfer to Archives (50 years from the order date). For example, final judgments/orders from cases filed in 1987 are eligible for transfer to Archives in 2037.

Because it is impractical to transfer portions of the docket books/journals and indices of domestic relations cases from 1968-1994, we recommend that each book be transferred to Archives when 50 years has passed since the last entry in a particular book/journal. In the alternative, all books/journals can remain with the court until 50 years from the last entry or January 1, 2045. Discuss what Archives prefers in this regard.

## Circuit Court Records Disposal Plan

### Assumptions and Recommended Action Steps

#### **Adoption Files**

- Step 1: Bring from storage all adoption cases with the filing dates before January 1, 1918.
- Step 2: For the cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series' Numbers as '15.008.'
  - Enter the Record Series' Description as "Adoption pre-1918."
  - Enter the Inclusive Dates of the records for every year that cases were filed in the court through 1917. If there are 30 years of records, there will be 30 lines as follows:
    - "[date of first year in which cases were filed in the court], Case numbers [first case number] through [last case number]"
    - "[date of second year in which cases were filed in the court], Case numbers [first case number] through [last case number]"
    - . . . (continued until last year)
    - "1917 [date of last year for this group], Case numbers [first case number] through [last case number]"
- Step 3: Present the Order to Dispose Court Records to the chief judge for signature.
- Step 4: After the Order to Dispose Court Records is signed, proceed as follows:
- Make arrangements to properly destroy records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time.

#### **Child Protective Cases**

- Step 1: Bring from storage all child protective cases with a filing date before January 1, 1997. This can be done in increments depending on the volume of records; the reports in Step 2 should be run with the appropriate filing date(s).
- Step 2: If available in your case-management system, run one report from your case-management system that lists every child protective case with a filing date less than January 1, 1997, and that had activity after December 31, 1996. Run another report from the case-management system or the financial system that lists every child protective case with an order for reimbursement dated before January 1, 1997, that is being actively collected. If these reports are not available, if at all possible, otherwise identify all child protective cases for which active postjudgment activity, including collection activity that has taken place after December 31, 1996, and pull these files.
- Step 3: Pull every case file on the two lists from Step 2 and set aside for refiling.

## Circuit Court Records Disposal Plan

### Assumptions and Recommended Action Steps

- Step 4: Run a report from the case-management system that lists every child protective case that contains outstanding court-ordered financial obligations. For every case on the list, ensure that the following data is entered in the case history: date of reimbursement order, reimbursement amount, payments made, payments disbursed, and filing dates of all documents filed pertaining to postjudgment collection. If this data is not entered in the case history, it either needs to be entered into the case-management system or the dispositional order containing the reimbursement order date and reimbursement amount must be separated from the case file. See Step 5.
- Step 5: Pull the dispositional order for every relevant case identified in Step 4 above. Place orders in a group file folder marked **OUTSTANDING COURT-ORDERED OBLIGATIONS – ORDERED IN [DATE]**. Maintain in an appropriate place.<sup>6</sup>
- Step 6: For the cases from Step 5 and the remaining cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for child protective cases as “15.009, 15.010A, and 15.011D.”
  - Enter the Record Series Description for as “Child Protective Legal and Social Files.”
  - Enter the Inclusive Dates of the records for every year that child protective cases were filed in the court through 1996. If there are 100 years of records, there will be 100 lines as follows:
    - “1901, Case numbers [first case number] through [last case number]
    - “1902, Case numbers [first case number] through [last case number]
    - . . . (continued until last year)
    - “1996 [date of last year for this group], Case numbers [first case number] through [last case number]
- Step 7: Present the Order to Dispose Court Records to the chief judge for signature.
- Step 8: After the Order to Dispose Court Records is signed, proceed as follows:
- Make arrangements to properly destroy records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time.

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<sup>6</sup> We recommend that courts enter the data from these orders into the case-management system when time permits. At that point, the paper order can be disposed.

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Assumptions and Recommended Action Steps

**Juvenile Delinquency Cases Filed before January 1, 1988**

- Step 1: Bring from storage all delinquency cases with a filing date before January 1, 1988. This can be done in increments depending on the volume of records.
- Step 2: For the cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series' Numbers as "15.014, 15.015A1, and 15.015D1."
  - Enter the Record Series' Description as "Juvenile Delinquency Register of Actions and Indices, Legal Files, and Social Files (Unauthorized, Consent Calendar, and Authorized)-pre-1988"
  - Enter the Inclusive Dates of the records for every year that cases were filed in the court through 1987. If there are 80 years of records, there will be 80 lines as follows:
    - "[date of first year in which cases were filed in the court], Case numbers [first case number] through [last case number]"
    - "[date of second year in which cases were filed in the court], Case numbers [first case number] through [last case number]"
    - . . . (continued until last year)
    - "1987 [date of last year for this group], Case numbers [first case number] through [last case number]"
- Step 3: Present the Order to Dispose Court Records to the chief judge for signature.
- Step 4: After the Order to Dispose Court Records is signed, proceed as follows:
- Make arrangements to properly destroy records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

**Juvenile Traffic and Local Ordinances (Paid, Dismissed, Waived, or Purged) Case Files**

- Step 1: Bring out of storage all citations with a judgment entered before January 1, 2015, and that are satisfied (paid, dismissed, or waived) or purged from the Secretary of State. If citations with closed (satisfied) and unsatisfied judgments are not maintained separately, complete Step 2. Otherwise, proceed to Step 3.
- Step 2: If available from your case-management system, run a report that lists every judgment issued before January 1, 2018, that is on suspension. Pull every case on the list and set them aside for refile; these cases are not eligible for disposal.
- Step 3: For the remaining cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for closed juvenile traffic and ordinance cases as "15.017B – Closed Juvenile Traffic and Ordinance Cases."

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- Enter the Inclusive Dates for every year through 2014. There will be one line for each year as follows:
  - “[oldest year eligible for disposal], Case numbers [first case number] through [last case number]
  - . . . (continued until last year)
  - “2014 [date of last year for this group], Case numbers [first case number] through [last case number]
- Present the Order to Dispose Court Records to the chief judge for signature.

- Step 4: After the chief judge signs the Order, make arrangements to properly destroy the records.
- Complete the Certificate of Records Disposal after disposing of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time.

**Juvenile Delinquency Files - Processing Steps in 2019**

- Step 1: Within the first 90 days of 2019, bring from storage all delinquency cases with a filing date in 1988.

- Step 2a: If the court did not have an automated case-management system as of 1988, run a report from the case-management system that lists every delinquency case with a filing date in 1988 that is not adjudicated (inactive on apprehension/warrant status) as of December 31, 2018. Proceed to Step 3a.

OR

- Step 2b: If the court had an automated case-management system as of 1988, run a report from the case-management system that lists every delinquency case where the juvenile is 21 years of age as of December 31, 2018. Proceed to Step 3b.

- Step 3a: Pull every case on the list in Step 2a and refile or set aside for refile; these cases are not eligible for disposal.

OR

- Step 3b: Pull every case on the list in Step 2b; these cases are eligible for disposal. Set aside for refile or refile all remaining cases not eligible for disposal.

- Step 4: Run a report from the case-management system that lists every delinquency case with a filing date in 1988 that contains outstanding court-ordered financial obligations. For every case on the list, ensure that the following data is entered in the case history: date of reimbursement order, reimbursement amount, date of restitution order, restitution amount, payments made, payments disbursed, and filing dates of all documents filed pertaining to postjudgment collection. If this data is not entered in the case history, it either needs to be entered into the case-management system or the dispositional order containing the reimbursement order



Circuit Court Records Disposal Plan  
Assumptions and Recommended Action Steps

date and reimbursement amount and restitution order date and amount must be separated from the case file. See Step 5.

- Step 5: Open each case file from Step 1 or 3b that has not been refiled or set aside for refilling. These cases are eligible for disposal.
- Pull the order of adjudication from each file.<sup>7</sup> Maintain the order of adjudication by case number in group files by the years of the birthdates of the juveniles. Mark each folder/storage box, **DESTROY IN [DATE]**. Date each folder/storage box 75 years from the year the juveniles will be age 21. For example, in 2019 a minor who was 10 years old in 1988 would be 21 in 2009, so the folder/storage box would be dated 2084.
  - Pull the dispositional order for every relevant case identified in Step 4 above. Place orders in a group file folder marked **OUTSTANDING COURT-ORDERED OBLIGATIONS – ORDERED IN [DATE]**. Maintain in an appropriate place.<sup>8</sup>
- Step 6: For the cases from Step 5, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series Number and Description for delinquency cases as “15.014 and 15.015D2 – Juvenile Delinquency Legal, and Social Files (Unauthorized, Consent Calendar, and Authorized).”
  - Enter the Inclusive Dates as “Adjudicated 1988, Case numbers [first case number] through [last case number].”
- Step 7: Present the Order to Dispose Court Records to the chief judge for signature.
- Step 8: After the Order to Dispose Court Records is signed, proceed as follows:
- Make arrangements to properly destroy records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time until all delinquency cases filed through 2017 have been processed (2047). All orders pulled from the case files must be labeled properly (orders of adjudication dated 75 years from the birthdate of the juvenile and dispositional orders containing court-ordered financial obligations with the year ordered).

For each juvenile delinquency case file where the juvenile was diverted and no further petitions were filed by the juvenile’s 17<sup>th</sup> birthday, the court shall destroy the file within 28 days of the juvenile’s 17<sup>th</sup> birthday pursuant to MCL 722.828.

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<sup>7</sup> This is necessary only until the necessary criminal history is fully available in the automated case-management system. See Records Series 15.016B for details.

<sup>8</sup> We recommend that courts enter the data from these orders into the case-management system when time permits. At that point, the paper order can be disposed.

Circuit Court Records Disposal Plan  
Assumptions and Recommended Action Steps

**Name Change Files**

- Step 1: Bring from storage all name change cases with the filing dates before January 1, 1918.
- Step 2: For the cases from Step 1, prepare an Order to Dispose Court Records as follows:
- Enter the Record Series' Numbers as '15.018'
  - Enter the Record Series' Description as "Name Change pre-1918"
  - Enter the Inclusive Dates of the records for every year that cases were filed in the court through 1917. If there are 30 years of records, there will be 30 lines as follows:
    - "[date of first year in which cases were filed in the court], Case numbers [first case number] through [last case number]"
    - "[date of second year in which cases were filed in the court], Case numbers [first case number] through [last case number]"
    - . . . (continued until last year)
    - "1917 [date of last year for this group], Case numbers [first case number] through [last case number]"
- Step 3: Present the Order to Dispose Court Records to the chief judge for signature.
- Step 4: After the Order to Dispose Court Records is signed, proceed as follows:
- Make arrangements to properly destroy records.
  - Complete the Certificate of Records Disposal after destroying of all records on the Order.
  - Maintain the Certificate of Records Disposal according to the retention schedule.

Continue the above steps each year thereafter, processing one year at a time.

**Other Family Division Cases**

Follow the same basic steps above for the remaining family division cases, determining cases eligible for disposal, recording them on the Order to Dispose Court Records, and preparing them for transport. These include:

- Emancipation Cases – All cases where the minor's date of birth was before January 1, 1997, are eligible for disposal in 2018.<sup>9</sup> Record Series 15.012. If an order rescinding emancipation is entered, the court may either pull the order from the file and maintain it separately in a group file or maintain the entire file until the minor is 25 years of age.
- Infectious Disease Cases – All cases with a filing date before January 1, 2012, are eligible for disposal in 2018. Record Series 15.013.

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<sup>9</sup> Pursuant to MCL 722.4d(4), (4) if a petition for rescission is granted, the court shall issue an order rescinding the emancipation order and retain a copy of the order until the minor becomes 25 years of age.

Circuit Court Records Disposal Plan  
Assumptions and Recommended Action Steps

- Juvenile Guardianship Cases – All cases where the minor’s date of birth was before January 1, 1997, are eligible for disposal in 2018. The order of appointment must be pulled from the file and maintained for 50 years from the order date. Record Series 15.016A and 15.016B.
- Safe Delivery of Newborn Cases – All cases where the minor’s date of birth was before January 1, 1998, are eligible for disposal in 2018. Record Series 15.020.
- Parental Waiver Cases – All case with a filing date before January 1, 2016 are eligible for disposal in 2018. Record Series 15.021.
- Young Adult Voluntary Foster Care – All cases with a filing date before January 1, 2012, are eligible for disposal in 2018. Record Series 15.022.
- Ancillary Proceedings Cases – Follow the probate schedule and action steps. Record Series 15.023.

Continue the above steps each year thereafter, processing one year at a time.

## **Guidelines for Disposal of Records**

Unless required to be transferred to the Archives of Michigan, a court record is disposed by physically destroying the entire record (paper, microfilm, electronic, etc.) in accordance with records standards established by the State Court Administrative Office.

Records scheduled to be disposed must be properly recorded in an Order to Dispose Court Records (see Appendix A). At a minimum, it must include the item # (record series from the record retention and disposal schedule), the record series description, the date range of the records, the volume, and the disposal method. The order to dispose records must be signed by the chief judge in accordance with MCR 8.119(K). The original signed order must be maintained permanently by the court administrator for the court. A copy must be maintained permanently by the clerk of the court.

1. Make arrangements for physical destruction of all boxes eligible for destruction.
2. Make arrangements with Archives to review records for transfer.

Archives of Michigan  
702 West Kalamazoo Street  
Lansing, Michigan 48915  
517-373-1408, 517-373-1415, or 517-449-5885  
Fax: 517-241-1658  
E-Mail: [archives@michigan.gov](mailto:archives@michigan.gov)  
<http://www.michigan.gov/archivesofmi>

3. Dispose of paper records not transferred to Archives by shredding, burning, or pulverizing. Whatever the method of disposal, the clerk of court must ensure and certify that disposal was done in a satisfactory and complete manner.

### **Other Resources:**

Michigan Department of Technology, Management and Budget  
Records Management Services  
P.O. Box 30026  
3400 North Grand River Avenue  
Lansing, MI 48909  
517-335-9132

Records Management Services administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. You can contact the vendor at:

Certified Document Destruction  
300 West Chestnut Street  
Wauseon, OH 43567  
800-433-7876  
<http://cddinc.com/>

## **Best Practices Recommended for Implementation in 2018**

1. Organize files by case-type groups. Continue to maintain by year of filing.
2. Enter all critical case history fields (e.g., register of actions) into the case-management system for all files so that:
  - record disposal inventories can be generated based on the criteria for disposal (e.g., date filed, date disposed, date closed, date of birth),
  - paper dispositive orders don't need to be pulled and maintained for long-term retention, and
  - reimbursement and restitution orders can be enforced without copies of the orders.
3. Enter all critical fields relevant to postjudgment activity on the register of actions. If the file has not been disposed, store postjudgment documents in the file. If the file has been disposed, store all postjudgment documents for collection and other actions in batch files and destroy one year after the date of the action (including orders entered on the action).
4. Generate critical data fields exception reports from the case-management system annually at the end of the year to determine cases that are missing critical data.
5. Generate record disposal inventories from the case-management system annually at the end of the year to determine cases eligible for disposal.
6. Pull cases eligible for disposal and process according to standards. If necessary, pull relevant orders when preparing files for disposal and store in relevant group files.
7. Maintain the Order to Dispose Court Records and associated records inventories and reports permanently in accordance with SCAO policy and standards.

Circuit Court Records Disposal Plan  
Appendix A: Order to Dispose Court Records

Approved, SCAO

Original - Court administrator  
Copy - Clerk of the court

STATE OF MICHIGAN  
JUDICIAL DISTRICT  
JUDICIAL CIRCUIT  
COUNTY PROBATE

ORDER TO DISPOSE COURT RECORDS

Court address

Court telephone no.

**CERTIFICATE OF RECORDS ASSESSMENT BY ARCHIVES OF MICHIGAN**

**Circuit and Probate Courts Only:** Contact Archives of Michigan to conduct an assessment of the relevant records before continuing with the records disposal process. Attach documentation from Archives identifying all records to be transferred.

I certify that the records listed in the attached inventory were assessed by the Archives of Michigan for historical value and that arrangements have been made to transfer those records identified by the Archives of Michigan upon order of the court.

Date

Signature

Title

Name (type or print)

**IT IS ORDERED:** In accordance with MCR 8.119(K) and the state-approved Michigan trial court records retention and disposal schedule, the following court records shall be disposed of within 60 days of this order by the method(s) identified for those records. Electronic records shall be destroyed in accordance with US DoD 5015.2 standards.

For each record series to be disposed, complete the following summary information.

Record Series Number	Record Series Description	Inclusive Dates	Disposal Volume Cubic/Linear Feet or Number of Electronic Files	Disposal Method Transfer, Pulverizing, Shredding, Burning, Breaking, Swiping, Overwriting, Degaussing

Date

Chief judge

Bar no.

**Directions for records disposal:**

1. Dispose of the approved records by the methods and within the time frame ordered above.
2. Date and sign this Certificate and return the completed form to the court administrator.
3. Keep a copy in the office of the clerk of the court.

**CERTIFICATE OF RECORDS DISPOSAL:** I certify that the records listed above were disposed of as ordered.

Date

Signature

Title

Name (type or print)

## **Section 4: Disposal of Records**

### **4.1. Disposal Process**

#### **4.1.1. Annual Processing and Planning**

(previously labeled Component 36 of the Michigan Trial Court Case File Management Standards)

The court should annually dispose of eligible records as prescribed by the records retention and disposal schedule. The clerk should conduct an annual review of case files and other case records defined in MCR 8.119(D) and (E) to determine cases eligible for disposal and comply with the requirements in Section 4.3.

As defined in MCR 8.119(F) and (G), administrative and fiscal records and court recordings and related records may be maintained by someone other than the clerk of the court. In these situations, the court administrator is responsible for ensuring the relevant records are disposed in accordance with these standards and guidelines. When practical, the disposal of these records should be done in conjunction with disposal of the case records maintained by the clerk of the court.

To help courts determine cases eligible for disposal and facilitate the disposal of case records, action steps are available by specific case-type group. Upon request by a court, the State Court Administrative Office (SCAO) will prepare a court-specific disposal plan.

#### **4.1.2. Planning and Processing Guidelines**

##### Phase 1 - Identify Records for Disposal and Determine Resource Needs:

- 1) Thirty to sixty days before disposing of records, conduct a staff meeting to select a project leader who will be responsible for responding to questions and assuring consistency in the records-disposal effort. Contact SCAO if the court wants a disposal plan prepared.
- 2) At least thirty days before the date of the disposal effort, identify the inactive records potentially eligible to be disposed. Courts must comply with the requirements in Section 4.3 when identifying and processing case records for destruction or transfer.

For many courts (even those with electronic case files maintained in a digital imaging system), the process for identifying and disposing of case files (whether paper, microfilm, or digital) will be performed manually until such time as courts have integrated electronic document-management and case-management systems with functionality that makes it possible to identify and remove case history data from the case-management system and digital images from the electronic document-management system (EDMS) through automated processes.

- 3) Determine the staffing requirements for the project. The time will vary depending on the case-type group, the years to be processed, the detail recorded in the case

history of certain case-type groups, and the extent to which the court has already separated records with differing retention periods from the case files of certain case-type groups.

- 4) In consultation with the chief judge, determine if access to the clerk's office needs to be limited during the records disposal process. If so, discuss this with your regional administrator and prepare an appropriate notice and if necessary a local administrative order and submit it to the regional administrator for approval. There always must be provision made for emergency filings. After the local administrative order is issued, provide notice to the local bar association and local media, and post the notice at all court locations.
- 5) Identify and secure a work area to be used during the disposal process. Arrange for equipment such as hand carts for moving file boxes, additional staff, and storage for paper files during the effort. Establish work stations according to case-type groups and arrange staff into work teams, making sure that clerks who are familiar with each case type are assigned to the team. If using resources other than staff familiar with the case files, show examples of the types of documents that are required to be maintained and how the disposal process is to be accomplished.
- 6) Make arrangements for disposing of the records in accordance with the method identified in the Order to Dispose Court Records, including the need for personnel to physically destroy the records and contracting with any companies that provide these services.

#### Phase 2 - Process Records for Disposal:

- 1) Generate the report of missing essential fields and the inventory of cases ineligible for disposal, if available. Inspect the case history (whether in docket books or journals or in the case-management system) of all cases identified in Phase 1 to verify that the cases meet the required retention period (as prescribed by the retention schedule) and contain the required information.

This step is necessary to ensure cases have no pending actions, such as hearings without results, active warrants, active cash bonds, and current driver's license suspensions. If any of these conditions exist in a case, the case does not meet the conditions necessary for disposal.

Certain civil or criminal case files that have met their retention periods can be disposed even if there are pending postjudgment actions in the case. For example, if an objection to garnishment has been filed in a civil case and a hearing has been scheduled, but the case is otherwise eligible for destruction, the case file can be destroyed at the court's discretion.



## Circuit Court Disposal Plan

### Appendix B: General Preparations for a Disposal Project

- 2) As necessary, correct or update the case history in accordance with the requirements in Section 4.3. This may include retrieving case files and reviewing documents for relevant information.
- 3) Process all cases eligible for disposal according to the criteria in Section 4.3. This includes pulling and setting aside for refiling any case files ineligible for disposal as identified in step 1 above, pulling any necessary documents from case files, updating the case-management system, and boxing (or otherwise preparing) records for transfer or destruction.
- 4) Prepare the **Order to Dispose Court Records**. See Appendix A. For each item # (record series), include the record series description, the date range of the records, the volume, and the disposal method for that record series. Attach to the order any inventory of records ineligible for disposal. The chief judge must sign the order as required by MCR 8.119(K).
- 5) Contact Archives when required. Archives has responsibility for preserving and providing access to court records that have been determined to possess historical significance to the state of Michigan. These records are identified as such on the retention schedule. Make arrangements with Archives to review and transfer records according to the requirements in Section 4.3. See Phase 3 for further details. The State Archivist or his/her representative must sign the Certificate of Records Assessment portion of the order before proceeding to Phase 3. When records are accepted for transfer, if the transferring court has used or is using something other than the case-type codes described currently or historically in MCR 8.117, the court must provide a key to Archives that indicates which court case-type code corresponds to the case-type code provided under MCR 8.117.
- 6) If your court has cases of special significance that are not in a record series already designated by the Archives of Michigan (Archives) as having historical relevant, contact Archives to review them.

#### Phase 3 - Destruction and Transfer:

- 1) Separate materials that must be retained or transferred from those to be destroyed.
- 2) If the case history must be retained longer than the case file and it is a part of the file jacket, make sure the case file number is entered on the jacket before separating the contents. Remove from the case file any documents that must be retained longer than the rest of the case file. These documents are identified separately in the retention schedule.

Optional. For certain cases where the indices and register of actions (case history) are maintained longer than the case file, enter into the case-management system, as appropriate, the event “Case File Transferred per Retention Schedule” or “Case File Destroyed per Retention Schedule” and the date the file was transferred or destroyed. This option applies only to cases already entered into the case-

management system. These entries should display as part of the automated case history, including in the numerical and alphabetical case search described in MCR 8.119(D)(1). In addition to these entries, when case files are maintained on microfilm or microfiche, delete from the case-management system all cross-references to the images.

For some case types, the entire record is to be transferred/destroyed when the retention period has been met. This means the case history (indices and register of actions) must be transferred/destroyed at the same time the case file is transferred/destroyed except: (a) for cases that are not on the case-management system, or (b) when case files are maintained on microfilm or microfiche only.

- 3) Dispose of the records in accordance with Section 4.3. Disposal methods include transferring, shredding, burning, breaking, swiping, or degaussing. As certified by the Archives of Michigan in Phase 2, records separated for transfer to the Archives of Michigan should be prepared for transmittal. Courts must complete the “Direct Records Transmittal” form (MH 85). See [http://michigan.gov/dmb/0,4568,7-150-9141\\_21738-113205--,00.html](http://michigan.gov/dmb/0,4568,7-150-9141_21738-113205--,00.html) for details. Contact the Archives of Michigan at 517-373-1415 to make arrangements for physical transfer of the records.
- 4) Whatever the method of disposal, the clerk of court must ensure and certify on the Order to Dispose Court Records (described in Phase 2, item 4) that disposal has been done in a satisfactory and complete manner.
- 5) The original signed order must be maintained permanently by the court administrator for the court and a copy must be maintained permanently by the clerk of the court.
- 6) Schedule and make any needed alterations to current storage areas while they are empty.

## **4.2. Case History Data**

### **4.2.1. Paper, Digital Image, or Microfilm/Microfiche**

Case history data (register of actions and numerical and alphabetical indices) originally recorded on paper and that has not subsequently been entered into the court’s automated case-management system must be maintained in its entirety until the retention period has been met. This includes reproductions of the records to digital image or microfilm or microfiche. If a court cannot easily separate or maintain case history data from the case file, or if the case history data was not recorded in the form of a register of actions or in a docket book, the entire case file must be kept in its entirety until the retention period has been met. When transfer to the Archives of Michigan is the method of disposal, case history must be transferred; the court does not have an option to retain the records. See pages 3 through 17 for detailed action steps for each case type group.

#### **4.2.2. Electronic Data**

Case history data that is maintained in a court's automated case-management system must be disposed (transferred or destroyed/purged) in accordance with the retention schedule, subject to the additional direction by the State Court Administrative Office. When transfer to the Archives of Michigan is the method of disposal, case history must be transferred; the court does not have an option to retain the records.

At the direction of the State Court Administrative Office, the case-management system provider shall program a purge routine, to be initiated by each court, to either transfer or remove case history in accordance with the retention schedule.

### **4.3. Case Files and Documents**

#### **4.3.1. Paper or Digital Image**

Case files maintained on paper or as digital images should be disposed when the retention periods have been met. When transfer to the Archives of Michigan is the method of disposal, case files must be transferred; the court does not have an option to retain the records, including duplicates. Disposal must be done in accordance with the process outlined in Section 4.1.

#### **4.3.2. Microfilm/Microfiche**

Case files maintained on microfilm and microfiche must be disposed when the longest retention period for the cases on that roll or sheet has been met. When transfer to the Archives of Michigan is the method of disposal, case files must be transferred; the court does not have an option to retain the records. Disposal must be done in accordance with the process outlined in Section 4.1.

#### **4.3.3. Disposal of Discovery Materials from Case Files**

Even when discovery materials have been filed with the court, file-stamped, and placed in a case file as authorized, those materials may be removed and destroyed from files in accordance with MCR 2.316 and are, therefore, not subject to the retention periods in the retention schedule.

#### **4.3.4. Disposal Criteria**

Courts must identify and process case records for destruction or transfer based on standard case-type groups and disposal criteria. The case-type groups have been established to assist courts to identify and process case records in accordance with specific retention periods. Each case-type group has specific disposal criteria associated with it that must be used to determine cases eligible for disposal. As most case-management systems should have already converted obsolete case type codes, only a few obsolete codes are included the case-type groups. See Appendix C.

## Circuit Court Disposal Plan

### Appendix B: General Preparations for a Disposal Project

Disposal criteria shall be used by a case-management system provider to program the means for a court to generate both an essential-fields exception report and an inventory of records ineligible for disposal. The essential-fields exception report is used to identify cases potentially eligible for disposal that have an incomplete case history (register of actions). The report must be generated and used in conjunction with every records disposal project involving cases entered in the case-management system. The inventory is used to facilitate separation of case files ineligible for disposal for the dates being processed and may be attached to the Order to Dispose Court Records.

**Essential Data Fields for Reporting and Long-Term Retention**

The following essential data fields, by relevant specific case-type group, are required for reporting requirements and long-term retention of case history. Data fields associated with the identity of the court, such as court name, court number, and ORI number, are not included. Keys to the essential data fields are: **R** = Reporting **L** = Long-term Retention

<b>Case-Type Group A: Civil</b> (AA, AE, AP, AR, AV, AH, AL, AS, AW, CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, MA, MB, MD, MH, MK, MM, MP, MT, MZ, ND, NF, NH, NI, NM, NO, NP, NS, NZ, PC, PD, PR, PS, PZ)	
<b>R L</b>	1) Case number
<b>R L</b>	2) Party names and roles
<b>R L</b>	3) Date of filing, date inactive/stay, and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (remand or return; order staying case is set aside; reinstatement after dismissal; termination of bankruptcy filed; default, judgment, or settlement agreement set aside)
<b>R</b>	5) Assigned judge, judge at adjudication, and judge at disposition
<b>R L</b>	6) Manner of adjudication (order entered, dismissed, verdict, settled, etc.)
	7) Judgment date for each party (when applicable)
<b>R L</b>	8) Judgment amount awarded to each party (creditor and debtor when applicable)
<b>L</b>	9) Closed date (resolves last pending claim or otherwise closes case for caseload reporting)
<b>R</b>	10) Judgment renewal dates (when applicable)
<b>L</b>	11) Filing dates of all documents filed pertaining to postjudgment collection (rare)
<b>L</b>	
<b>Case-Type Group B: Criminal</b> (AX, DJ, FC, FH, FJ)	
<b>R L</b>	1) Case number
<b>R L</b>	2) Party names and roles
<b>R L</b>	3) Date of filing, date inactive/stay, and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (remand or return, request to withdraw plea granted, report on competency received, dismissal of a case on inactive status, arraignment on warrant issued before adjudication)
<b>R L</b>	5) CTN/TCN
<b>R L</b>	6) SID
<b>R L</b>	7) Date of birth
<b>R L</b>	8) Offense date
<b>R L</b>	9) Offenses/Charges (PACC codes, offense descriptions, and associated count numbers)
<b>R</b>	10) Assigned judge, judge at adjudication, and judge at disposition
<b>L</b>	11) Whether defendant/juvenile was represented by an attorney or waived representation
<b>R L</b>	12) Date of adjudication/conviction/deferral
<b>R L</b>	13) Adjudication/Conviction (guilty, not guilty, not guilty by reason of insanity, etc.)
<b>R L</b>	14) Manner of adjudication/deferral (plea, nolo contendere, jury verdict, bench verdict, nolle prosequi, dismissed, inactive status, etc.)

Circuit Court Disposal Plan

Appendix C: Case-Type Groups and Required Data Fields

<b>R</b>	15) Date of disposition (CLOSED code used for caseload reporting purposes; based on type of order entered)
<b>L</b>	16) Manner of disposition (deferred, sentenced, delayed sentence, probation, etc.)
<b>L</b>	17) Type of deferral (HYTA, 7411, Spouse Abuse, etc.) (when applicable)
<b>L</b>	18) Court-ordered financial obligations (reimbursement and restitution amounts) assessment date and amounts
<b>L</b>	19) Payments made
<b>L</b>	20) Payments disbursed
<b>L</b>	21) Filing dates of all documents filed pertaining to postjudgment collection
<b>L</b>	22) Payoff date (when court-ordered obligations are paid in full or waived)
<b>R</b>	23) All required abstract data (see Appendix E)

**Case-Type Group C: Domestic Relations** (DC, DM, DO, DP, DS, DZ, UD, UE, UF, UI, UM, UN, UT, UW)

<b>R</b>	1) Case Number
<b>R</b>	2) Party names and roles
<b>R</b>	3) Date of filing, date inactive/stay, and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (remand; order staying case is set aside; reinstatement after dismissal; default judgment set aside)
<b>R</b>	5) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	6) Manner of adjudication (bench decision after trial, uncontested/default/settled, transferred, dismissed by party, dismissed by court, etc.)
<b>R</b>	7) Judgment date (CLOSED code used for caseload reporting purposes, based on type of order entered)

**Case-Type Group D: Adoption** (AB, AC, AD, AF, AG, AN, AO, AY)

<b>R</b>	1) Case number
<b>R</b>	2) Party names
<b>R</b>	3) Date of filing and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (remand after final order is entered, petition for rehearing granted, petition to rescind adult adoption filed)
<b>R</b>	5) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	6) Manner of adjudication/disposition (finalized, withdrawn, dismissed, etc.)
<b>R</b>	7) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>R</b>	8) Date and event; petition filed for confidential intermediary
<b>R</b>	9) Date and event; request filed for release of information

Circuit Court Disposal Plan

Appendix C: Case-Type Groups and Required Data Fields

<b>Case-Type Group E: Child Protective (NA)</b>	
<b>R</b>	1) Case number
<b>R</b>	2) Petition number
<b>R</b>	3) Respondent names
<b>R</b>	4) Children names
<b>R</b>	5) Number of children per petition
<b>R</b>	6) Date received
<b>R</b>	7) Date of filing (authorized) and any reopened date
<b>R</b>	8) Date of filing of supplemental petition
<b>R</b>	9) Events that reopen the case for caseload reporting (remand for new trial, request to withdraw plea granted)
<b>R</b>	10) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	11) Date of birth of each child
<b>R</b>	12) Legal status (temporary or permanent ward)
<b>R</b>	13) Permanent ward date (when applicable)
<b>R</b>	14) Placement status (in- home or out-of-home)
<b>R</b>	15) Initial removal date and most recent removal date (if applicable)
<b>R</b>	16) Judicial determination date
<b>R</b>	17) Expedited permanency planning hearing date and event code
<b>R</b>	18) Manner of adjudication
<b>R</b>	19) Adjudication date (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>R</b>	20) Delay reason code (as applicable)
<b>R</b>	21) Initial dispositional hearing date and event code
<b>R</b>	22) Review hearing date and event code
<b>R</b>	23) Permanency planning hearing date and event code
<b>R</b>	24) Termination hearing date and event code
<b>R</b>	25) Permanency achieved date (when applicable)
<b>R</b>	26) Permanency achieved code (when applicable)
<b>R</b>	27) Date jurisdiction terminated and event code
<b>L</b>	28) Court-ordered financial obligations (reimbursement amount) assessment date and amounts
<b>L</b>	29) Satisfaction of court-ordered financial obligation
<b>L</b>	30) Payments made
<b>L</b>	31) Payments disbursed
<b>L</b>	32) Filing dates of all documents filed pertaining to postdisposition collection
<b>Case-Type Group F: Juvenile Delinquency (DL)</b>	
<b>R L</b>	1) Case number
<b>R L</b>	2) Petition number
<b>R L</b>	3) Party names and roles
<b>R L</b>	4) Parent names
<b>R</b>	5) Date received
<b>R L</b>	6) Date of filing (authorized), date inactive/stay, and any reopened date
(continued next page)	

# Circuit Court Disposal Plan

## Appendix C: Case-Type Groups and Required Data Fields

<b>R</b>	7)	Events that reopen the case for caseload reporting (remand for new trial, request to withdraw plea granted, failure to comply with consent calendar agreement or diversion program, transfer of petition to consent calendar, referee decision overturned, appearance after failure to appear, report on competency received, dismissal of a case on inactive status)
<b>R L</b>	8)	CTN/TCN
<b>R L</b>	9)	SID
<b>R L</b>	10)	Date of birth
<b>R L</b>	11)	Offense date
<b>R L</b>	12)	Offenses/Charges (PACC codes, offense descriptions, and associated count numbers)
<b>R</b>	13)	Assigned judge, judge at adjudication, and judge at disposition
<b>L</b>	14)	Whether juvenile was represented by an attorney or waived representation
<b>R L</b>	15)	Date of adjudication/consent calendar
<b>R L</b>	16)	Adjudication (responsible, not responsible, etc.) (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>R L</b>	17)	Manner of adjudication (admission/plea, not authorized, jury verdict, bench verdict, nolle prosequi, dismissed, waiver, designated, etc.)
<b>R</b>	18)	Legal status (temporary ward)
<b>R</b>	19)	Placement status (in-home or out-of-home)
<b>R</b>	20)	Date of disposition
<b>L</b>	21)	Date jurisdiction terminated and event code
<b>L</b>	22)	Court-ordered financial obligations (reimbursement and restitution amounts) assessment date and amounts
<b>L</b>	23)	Payments made
<b>L</b>	24)	Payments disbursed
<b>L</b>	25)	Filing dates of all documents filed pertaining to postdisposition collection
<b>L</b>	26)	Payoff date (when court-ordered obligations are paid in full or waived)
<b>Case-Type Group G: Emancipation (EM)</b>		
<b>R</b>	1)	Case number
	2)	Party name
<b>R</b>	3)	Date of filing and any reopened date
<b>R</b>	4)	Events that reopen the case for caseload reporting (remand for new hearing, petition to rescind emancipation filed)
<b>R</b>	5)	Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	6)	Manner of adjudication/disposition (order issued after hearing, dismissed/denied, etc.)
<b>R</b>	7)	Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)



Circuit Court Disposal Plan

Appendix C: Case-Type Groups and Required Data Fields

<b>Case-Type Group H: Infectious Diseases (ID)</b>	
<b>R</b>	1) Case number
<b>R</b>	2) Party name
<b>R</b>	3) Date of filing and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (remand for new hearing, petition for treatment filed after ex parte order for transport)
<b>R</b>	5) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	6) Manner of adjudication/disposition (order issued ex parte, order issued after hearing, dismissed/denied, etc.)
<b>R</b>	7) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>Case-Type Group I: Juvenile Guardianship (JG)</b>	
<b>R</b>	1) Case number
<b>R</b>	2) Party name
<b>R</b>	3) Date of order appointing guardian (CLOSED code used for caseload reporting purposes)
<b>R</b>	4) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	5) Date and event terminating or revoking (when applicable)
<b>Case-Type Group J: Juvenile Traffic and Local Ordinance (TL)</b>	
<b>R</b>	1) Case number
<b>R</b>	2) Party names
<b>R</b>	3) Date of filing and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (appearance after failure to appear)
<b>R</b>	5) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	6) Manner of adjudication/disposition (admission, no contest, dismissed, etc.)
<b>R</b>	7) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
	8) Date satisfied (paid, waived, purged from SOS)
	9) Date license suspended (if applicable)
	10) Date suspension purged from SOS (when applicable)
<b>R</b>	11) All required abstract data
<b>Case-Type Group K: Name Change (NC)</b>	
<b>R</b>	1) Case number
	2) Petitioner name(s)
<b>R</b>	3) Date of filing
<b>R</b>	4) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	5) Manner of adjudication/disposition (order issued after hearing, dismissed, etc.)
<b>R</b>	6) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)

Circuit Court Disposal Plan

Appendix C: Case-Type Groups and Required Data Fields

<b>Case-Type Group L: Personal Protection Proceedings</b> (PH, PJ, PP, VP)	
<b>R</b>	1) Case number
<b>R</b>	2) Party names and roles
<b>R</b>	3) Date of filing and any reopened date
<b>R</b>	4) Events that reopen the case for caseload reporting (petition filed for hearing after entry of order denying or dismissing a petition for an ex parte order)
<b>R</b>	5) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	6) Manner of adjudication/disposition (ex parte, order issued after hearing, etc.)
<b>R</b>	7) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>R</b>	8) Expiration date of the most recent order in the case
<b>R</b>	9) Date and event for each order rescinded (when applicable)
<b>Case-Type Group M: Safe Delivery of Newborn</b> (NB)	
<b>R</b>	1) Case number
<b>R</b>	2) Party names
<b>R</b>	3) Date of filing
<b>R</b>	4) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	5) Manner of adjudication/disposition (order issued after hearing, dismissed, etc.)
<b>R</b>	6) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>Case-Type Group N: Waiver of Parental Consent</b> (PW)	
	Not applicable.
<b>Case-Type Group O: Young Adult Voluntary Foster Care</b> (VF)	
<b>R</b>	1) Case number
<b>R</b>	2) Petitioner name
<b>R</b>	3) Date of filing
<b>R</b>	4) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	5) Manner of adjudication/disposition (ex parte, order issued after hearing)
<b>R</b>	6) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
<b>Case-Type Group P: Ancillary Proceedings</b> (CA, CY, DD, GA, GL, GM, LG, MI, PO)	
<b>R</b>	1) Case number
<b>R</b>	2) Party names
<b>R</b>	3) Date of filing
<b>R</b>	4) Assigned judge, judge at adjudication, and judge at disposition
<b>R</b>	5) Manner of adjudication/disposition (granted, denied, transferred, withdrawn, dismissed, etc.)
<b>R</b>	6) Adjudication/Disposition date (CLOSED code used for caseload reporting purposes, based on type of order entered)
	7) Close date (when applicable)